

eWiSACWIS Provider EFT Setup

NOTE: Electronic Funds Transfer is only available to the State and DMCPs at this time.

The EFT expando section is the same on both the Private Provider and the Home Provider pages.

The image displays two overlapping screenshots of the eWiSACWIS web application, illustrating the EFT setup process for different provider types.

Private Provider Form (Top):

- Basic Information:** Name: ABC Shelter (9221489), Open Date: 01/08/2008, Type: Shelter Care, Status: Open, Lons. Type: Licensed by State of WI, Lons. Agency: Licensing Agency, Restricted Provider: ☐.
- Provider Information Table:**

Director:					
Program Director:					
Fiscal:					

- Electronic Funds Transfer (EFT) Section:** Includes a green-bordered box for **Provider** information: Provider ID: 9221489, Provider Name: ABC Shelter, and Payment Method: ☒ Electronic Funds Transfer, ☐ Check.
- Pre-Note Information:** Fields for Pre-Note Status, Date Pre-Note Sent, and Trace Number.
- Bank Information:** Fields for ABA Number, Account Number, and Bank Name.

Home Provider -- Webpage Dialog Form (Bottom):

- Basic Information:** Name: Home Provider (9221520), Open Date: 02/17/2010, Type: Foster Home, Status: Open, Lons. Type: Licensed or Certified by a County in WI, Lons. Agency: Licensing Agency, Restricted Provider: ☐.
- County Provider ID:** Field with an **Insert** button.
- Electronic Funds Transfer (EFT) Section:** Includes a green-bordered box for **Provider** information: Provider ID: 9221520, Provider Name: Home Provider, and Payment Method: ☒ Electronic Funds Transfer, ☐ Check.
- Pre-Note Information:** Fields for Pre-Note Status (No Request ☐ Pre-Note requested), Date Pre-Note Sent, and Trace Number.
- Bank Information:** Fields for ABA Number, Account Number, and Bank Name.
- Options:** A dropdown menu and a **Go** button.
- Buttons:** **Save** and **Close** buttons at the bottom right.

Initial Setup

Step 1:

The first step is to select the “Pre-Note requested” checkbox. This will change the Pre-Note Status field to display “Prenote Requested”. The Bank Information group box and information fields will activate and turn blue, indicating they are required fields.

The screenshot shows the 'Private Provider' form in the eWiSACWIS system. The form is titled 'Basic' and contains the following information:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Shelter Care
- Status: Open
- Lons. Type: Licensed by State of WI
- Lons. Agency: Licensing Agency
- ☐ Restricted Provider

The form has several tabs: Provider, Background Checks, Characteristics, Services, and Closing History. The 'Provider' tab is selected.

Under the 'Provider' tab, there is a section for 'Electronic Funds Transfer' with an 'EFT' checkbox. Below this is a 'Provider' section with the following information:

- Provider ID: 9221489
- Provider Name: ABC Shelter
- Payment Method: ☒ Electronic Funds Transfer ☐ Check

The 'Pre-Note Information' section is highlighted with a red box. It contains the following information:

- Pre-Note Status: Prenote Requested ☒ Pre-Note requested
- Date Pre-Note Sent:
- Trace Number:

A red arrow points to the 'Pre-Note requested' checkbox.

Below the 'Pre-Note Information' section is the 'Bank Information' section, which is highlighted in blue. It contains the following information:

- ABA Number:
- Account Number:
- Bank Name:

At the bottom of the form, there is an 'Options' dropdown menu and a 'Go' button. There are also 'Save' and 'Close' buttons.

Step 2:

In the Bank Information group box, enter the ABA Number, Account Number, and Bank Name. Then click the Save button.

The screenshot shows the 'Private Provider' form in the eWiSACWIS system. The 'Basic' section is expanded, showing fields for Name, Open Date, Type, Status, Licensure Type, and Agency. Below this is a table for Provider, Background Checks, Characteristics, Services, and Closing History. The 'Electronic Funds Transfer' section is also visible. The 'Bank Information' section is highlighted with a red box, and a red arrow points to it. The 'Bank Information' section contains fields for ABA Number, Account Number, and Bank Name. The 'Save' and 'Close' buttons are at the bottom right.

Basic

Name: ABC Shelter (9221489) Open Date: 01/08/2008 Type: Shelter Care Status: Open
Lcns. Type: Licensed by State of WI Lcns. Agency: Licensing Agency ☐ Restricted Provider

Provider	Background Checks	Characteristics	Services	Closing History
Director:				
Program Director:				
Fiscal:				

Electronic Funds Transfer ☐ EFT

Provider

Provider ID: 9221489 Provider Name: ABC Shelter
Payment Method: ☐ Electronic Funds Transfer ☐ Check

Pre-Note Information

Pre-Note Status: Prenote Requested ☒ Pre-Note requested
Date Pre-Note Sent: Trace Number:

Bank Information

ABA Number: 123456789 Account Number: 12345
Bank Name: US Bank

Options:

Done Trusted sites 100%

Step 3:

After being processed by the EFT batch (which is run by the State operations staff), the Pre-Note Status field will display "Prenote Sent." Additionally, the Provider group box Payment Method will be activated and the radio buttons for "Electronic Funds Transfer" and "Check" will be enabled. The default value remains as "Check" until a worker updates the value to "Electronic Funds Transfer."

The screenshot shows the "Private Provider" form in the eWiSACWIS system. The form is divided into several sections: Basic, Provider, Background Checks, Characteristics, Services, and Closing History. The "Basic" section contains fields for Name, Open Date, Type, Status, Lons. Type, and Lons. Agency. The "Provider" section contains fields for Director, Program Director, and Fiscal. The "Electronic Funds Transfer" section contains a checkbox for EFT. The "Pre-Note Information" section contains fields for Pre-Note Status, Pre-Note requested, Date Pre-Note Sent, and Trace Number. The "Bank Information" section contains fields for ABA Number, Account Number, and Bank Name. The "Payment Method" section is highlighted with a red box and a red arrow pointing to it. The "Pre-Note Status" field is also highlighted with a red box and a red arrow pointing to it. The "Payment Method" section shows two radio buttons: "Electronic Funds Transfer" and "Check". The "Check" radio button is selected. The "Pre-Note Status" field shows "Prenote Sent" and "Pre-Note requested" is checked. The "Date Pre-Note Sent" is 04/19/2010 and the "Trace Number" is 07500000013541. The "Bank Information" section shows ABA Number 123456789, Account Number 12345, and Bank Name US Bank. The "Options" field is at the bottom left, and "Save" and "Close" buttons are at the bottom right.

Private Provider

eWiSACWIS

TM Print Spell Check Help

Basic

Name: ABC Shelter (9221489) Open Date: 01/08/2008 Type: Shelter Care Status: Open

Lons. Type: Licensed by State of WI Lons. Agency: Licensing Agency ☐ Restricted Provider

Provider **Background Checks** **Characteristics** **Services** **Closing History**

Director: Program Director: Fiscal:

☐ Electronic Funds Transfer ☒ EFT

Provider

Provider ID: 9221489 Provider Name: ABC Shelter

Payment Method: ☐ Electronic Funds Transfer ☒ Check

Pre-Note Information

Pre-Note Status: Prenote Sent ☒ Pre-Note requested

Date Pre-Note Sent: 04/19/2010 Trace Number: 07500000013541

Bank Information

ABA Number: 123456789 Account Number: 12345

Bank Name: US Bank

Options:

Done Trusted sites 100%

Step 4:

Selecting the radio button for “Electronic Funds Transfer” and clicking the Save button will change the provider’s payment method to EFT.

The screenshot shows the 'Private Provider' form in the eWiSACWIS system. The form is titled 'Basic' and contains the following information:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Shelter Care
- Status: Open
- Lcons. Type: Licensed by State of WI
- Lcons. Agency: Licensing Agency
- Restricted Provider: ☐

The form has tabs for Provider, Background Checks, Characteristics, Services, and Closing History. The 'Provider' tab is selected, showing a table with columns for Director, Program Director, and Fiscal. Below the table, the 'Electronic Funds Transfer' section is expanded, showing the 'Provider' information and the 'Payment Method' section. The 'Payment Method' section has two radio buttons: 'Electronic Funds Transfer' (selected) and 'Check'. A red arrow points to the 'Electronic Funds Transfer' radio button. Below the 'Payment Method' section is the 'Pre-Note Information' section, which includes 'Pre-Note Status' (Prenote Sent ☒, Pre-Note requested ☐) and 'Date Pre-Note Sent' (04/19/2010). The 'Trace Number' is 07500000013541. Below the 'Pre-Note Information' section is the 'Bank Information' section, which includes 'ABA Number' (123456789), 'Account Number' (12345), and 'Bank Name' (US Bank). At the bottom of the form, there is an 'Options' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

Private Provider

eWiSACWIS

TM Print Spell Check Help

Basic

Name: ABC Shelter (9221489) Open Date: 01/08/2008 Type: Shelter Care Status: Open

Lcons. Type: Licensed by State of WI Lcons. Agency: Licensing Agency ☐ Restricted Provider

Provider Background Checks Characteristics Services Closing History

Director: Program Director: Fiscal:

Electronic Funds Transfer ☐ EFT

Provider

Provider ID: 9221489 Provider Name: ABC Shelter

Payment Method: ☒ Electronic Funds Transfer ☐ Check

Pre-Note Information

Pre-Note Status: Prenote Sent ☒ Pre-Note requested

Date Pre-Note Sent: 04/19/2010 Trace Number: 07500000013541

Bank Information

ABA Number: 123456789 Account Number: 12345

Bank Name: US Bank

Options: Go Save Close

Done Trusted sites 100%

Provider is ready for EFT processing

Once the provider has been setup for EFT, the Electronic Funds Transfer expando area will display as below. The Payment Method will be set to "Electronic Funds Transfer", the Pre-Note Status will display "No Request", and the Bank Information group box will display the bank and account information. The only field which is user selectable is the "Check" radio button.

The screenshot shows a web browser window with the title "Private Provider". The page header includes the "eWiSACWIS" logo and navigation links: TM, Print, Spell Check, and Help. The main form is titled "Basic" and contains the following fields:

- Name: ABC Shelter (9221489)
- Open Date: 01/08/2008
- Type: Shelter Care (dropdown)
- Status: Open
- Lcons. Type: Licensed by State of WI (dropdown)
- Lcons. Agency: Licensing Agency
- ☐ Restricted Provider

Below these fields is a tabbed interface with tabs for "Provider", "Background Checks", "Characteristics", "Services", and "Closing History". The "Provider" tab is active and contains:

- Director, Program Director, and Fiscal fields (each with a dropdown menu).
- A section for "Electronic Funds Transfer" with a checked ☒ EFT checkbox.
- A "Provider" sub-section with:
 - Provider ID: 9221489
 - Provider Name: ABC Shelter
 - Payment Method: ☒ Electronic Funds Transfer ☐ Check
- A "Pre-Note Information" sub-section with:
 - Pre-Note Status: No Request ☐ Pre-Note requested
 - Date Pre-Note Sent: 04/19/2010
 - Trace Number: 075000000013541
- A "Bank Information" sub-section with:
 - ABA Number: 123456789
 - Account Number: 12345
 - Bank Name: US Bank

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done", a "Trusted sites" icon, and a zoom level of "100%".

**Changing / Updating Bank or Account Number information
OR
Switching a provider back to paper check processing**

If a provider changes banks or account numbers, a new pre-note must be requested, which will allow entry of the new data. However, the bank must verify the pre-note information prior to the first actual EFT transaction. During that period of time, the provider may receive a paper check.

In order to switch a provider back to check processing, navigate to the Provider Maintenance page (either the Home Provider or Private Provider page).

Then select the "Check" radio button. A notification pop-up will display as shown below. Select "Yes". The Bank Information group box fields will clear and be disabled. Click Save.

The screenshot displays the 'Home Provider -- Webpage Dialog' window in the eWiSACWIS system. The 'Basic' section shows provider details: Name: Home Provider (9221520), Open Date: 02/17/2010, Type: Foster Home, Status: Open, Lcns. Type: Licensed by State of WI, and Lcns. Agency: Licensing Agency. A red arrow points to the 'Check' radio button under the 'Payment Method' section, which is currently selected. Below this, the 'Pre-Note Information' section shows 'Pre-Note Status: No Request' and 'Date Pre-Note Sent: 12/29/20'. The 'Bank Information' section shows 'ABA Number: 123456789' and 'Bank Name: US Bank'. A confirmation dialog box titled 'eWiSACWIS -- Webpage Dialog' is overlaid on the screen, asking: 'Changing the payment method to Check will require you to submit a new Pre-Note Request before you can select EFT again. Would you like to continue?'. The dialog has 'Yes' and 'No' buttons. The 'EFT' checkbox is checked in the 'Electronic Funds Transfer' section.

The provider will now receive paper checks instead of EFT payments.

A new pre-note request may then be submitted, as outlined in Step 2 above.

Home Provider -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Basic

Name: Home Provider (9221520) Open Date: 02/17/2010 Type: Foster Home Status: Open

Lcns. Type: Licensed by State of WI Lcns. Agency: Licensing Agency ☐ Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

County Provider ID **Insert**

☒ Electronic Funds Transfer ☐ EFT

Provider

Provider ID: 9221520 Provider Name: Home Provider

Payment Method: ☒ Electronic Funds Transfer ☐ Check

Pre-Note Information

Pre-Note Status: No Request ☐ Pre-Note requested

Date Pre-Note Sent: Trace Number:

Bank Information

ABA Number: Account Number:

Bank Name:

Options: **Go** **Save** **Close**